



# **WING GUIDE FOR HOSTING**



**For the 2002  
IACE  
Program**

## INTRODUCTION

The International Air Cadet Exchange is one of the most important, fun, and educational National Cadet Special Activities that we do. It's high visibility nationally and internationally warrants its special attention by everyone in the wing. The wing project officer for hosting has a special responsibility to make the stay of the international cadets one of the most memorable experiences of their lives. In conscientiously fulfilling that responsibility the host wing project officer makes it one of the most memorable events for the Wing. Careful advance planning and good ole American hospitality are all that are needed to make hosting a group of IACE cadets a rewarding experience for all that are involved. This Guide is prepared to assist you in both of these areas.

If you have a cadet and/or senior member in your wing that has been on the exchange, call on his/her experience in planning the hosting by your wing. You will find that every country has made sure that our cadets who visit them have received the finest hospitality, have been immersed in their culture, and have had exciting aviation opportunities. We need to provide the same for them. This is where one of our former exchange participants can help. They have been there and they know what was done for them. Flying activities, visiting aviation facilities, and socializing with our Cadets are the things that will make it a memorable experience for the international cadets.

### 1. PLANNING FOR THE EXCHANGE

a. Host Wing Obligations: A successful exchange requires **early** and **detailed** planning.

(1) While the Cadets and Escorts are in your Wing, it is your responsibility to provide them with food, housing, and recreation at no charge to them. The only money they should have to spend is for souvenirs and personal items.

(2) Once you have determined the resources available, start planning your programs as far in advance as possible. **PLEASE NOTE: CONFIRMED, TYPED, REPRODUCIBLE PROGRAMS MUST REACH HQ CAP/CP NOT LATER THAN 31 MARCH.** We realize that your plans could change even at the last minute. However, please send a program to the extent that you know it and include those things that you feel confident you will do even if not totally confirmed. National Headquarters is required to forward one copy of your itinerary to the country/countries involved. These programs will be put on the web site and updated every time you change your itinerary. Electronic versions are acceptable. Send them to [cpe@capnhq.gov](mailto:cpe@capnhq.gov).

b. Support: There are many sources of support available to the Wing.

(1) National Headquarters: For each full day the visiting Cadets are in your Wing, National Headquarters will provide a minimum of \$50.00 for every IACE Cadet and IACE Escort. Before the exchange, National Headquarters will send funds to the Project Officer. (Note: The check will be made out to the Wing.) **Any additional expenses**

**incurred in hosting will be the responsibility of the Host Wing. (See Paragraph 4 for suggestions for raising funds to support your hosting.)**

(2) Additional: Once you start your planning, it will become obvious that the funds provided by National Headquarters may not cover the entire cost of the visit. Contact your Wing liaison office, they might be able to provide help with billeting and meals. (see below) Most units overcome this limitation by seeking additional financial or other types of support both from within and outside CAP. **Please do not ask the IACE Cadets/Escorts you are hosting to assist you in raising funds during their visit.** (See Section 4, Guidance for Fund Raising Support)

(3) Liaison Support: Project Officers are strongly encouraged to use the Region/Wing USAF Liaison Officers for support in planning activities for the visiting Cadets. Tours of Air Force facilities, orientation rides, and use of military billeting and dining facilities are authorized, and can be provided by the Region and Wing LOs. Contact the LO office as soon as you know that you are hosting and include National headquarters on e-mail & correspondence with LO offices for informational purposes.

(4) Your Staff: One person should not try to do everything. Primary POCs should not host directly, but should be available for contingencies should they occur with any member of the visiting group. An active, responsible staff not only lessen the work load, but will get more CAP members involved who, in turn, can help solicit additional support for your program.

c. Itinerary:

(1) Everyone is proud of their state and its unique attractions. That pride and enthusiasm should show when you are hosting your international visitors. However, feedback from past visitors indicates constant cultural sight seeing has in some cases been over done. Strike a balance between cultural sight seeing, aviation oriented activities, flying, and free time. Emphasis should be place on aviation-oriented activities such as visits to Air Force Bases and flying. Also have them visit with your Cadets at their meetings and/or activities. Involvement with other cadets and participating with them have always been rated very high by the international cadets. Again, if you have a cadet who has recently participated in IACE call on him/her for their thoughts.

(2) Consider providing some free time mingled with planned activities. Try to avoid an excessive number of long days. Access to facilities and dignitary schedules may dictate otherwise, but try not to over extend the group. Many of the organizations from other countries charge their cadets and escorts large sums for the opportunity to come on the exchange. Therefore, we should try to have things planned **in detail** that are fun, educational, and active.

(3) Murphy's Law is still alive and well in the planning for IACE. The way to overcome it and ensure a smooth operation is efficient preplanning with regular **follow-up actions**. **Always have an alternative plan available and anticipate the**

**unexpected.** **AND START EARLY.** These simple precautions will ensure that your guests, as well as you, have an enjoyable time.

d. Activity Considerations:

(1) Activities: Interesting activities for guests are as unlimited as your imagination. However, in planning your program do not lose sight of the "air" theme of the exchange. Visits to aerospace centers are encouraged. Your plans should include an overnight stay or visit to an Air Force facility, if possible. You must ensure that the base public affairs officer is aware of your visit so proper clearance can be obtained, as well as publicity. The request for clearance must be submitted well in advance of the proposed visit date to permit proper processing. Your Region and Wing LO can provide assistance. NOTE: If you require any special information on your visitors such as special clearances to support of your program, you need to let National Headquarters know as soon as possible so we can work it. Parental consent to fly in aircraft while participating in the IACE program will be on each participant's IACE form.

(2) Flying: The general aviation system in the United States is unique and we should try to allow for our guests to experience it first hand. Arrange for the cadets to fly. Remember, flying our IACE guests is one of our flying missions, and no waiver or special permission is required from National HQ. Refer to CAPR 60-1, Chapter 2 for assistance or clarification.

(3) Church: Your group may include a wide assortment of faiths, therefore, you should familiarize yourself with some of the religious customs of your group. Cadets/Escorts may be invited to attend church services, but under no circumstances should they be pressured or required to attend. Use discretion in selecting host families to ensure that their religious beliefs will not interfere with the scheduled program or make our foreign guests uncomfortable. **Always use caution in dealing with religious issues involving our foreign guests.**

(4) Entertainment: Entertainment must be planned in the proper amount, otherwise it loses its appeal. Coeducational activities, receptions, sports, swimming, and a broad assortment of outdoor activities should be planned. Include as many of your Wing's Cadets as possible in these activities. Our cadets visiting other countries will be doing such things as white water rafting, hiking, mountain biking, soaring, etc.

(5) Free Time: Free time is an important ingredient of a successful exchange. How much free time to allot is a judgement call. A good rule of thumb is to plan a free period every couple of days for your guests to do what they would like. This allows time for rest, shopping, or activities with the host families.

(6) Protocol: A warm, formal welcome and a fond farewell are essential ingredients for a good host. When possible, have the high points covered by all news media. In addition, the Mayor, or a representative from his office, would help provide an air of formality as well as contribute to the news worthiness of the occasion. Because the

Cadets and Escorts will want to look and feel their best during official activities, do not schedule other activities on the day of their arrival. Give them a chance to rest and prepare themselves.

(7) Travel: A mistake Host Wings often make is trying to show their visitors everything in the state. Consequently, the Cadets and Escorts are kept on a constant carousel of travel. Give them time to become acquainted with their hosts and have their laundry and/or dry cleaning done. This will also minimize the unpleasant chore of constant packing and unpacking.

e. Transportation

(1) To and from Host Wing: In order for National Headquarters to provide the transportation from Washington DC to each host wing, the wings need to provide National Headquarters/CP a confirmed arrival and departure airport as soon as possible but not later than **1 February**.

(2) Travel within the Host Wing: All travel within the Wing will be the responsibility of the Host Wing. You as a CAP member and pilot may use private or Wing aircraft for point-to-point transportation. Remember, every country that participates in IACE thinks of CAP as a flying organization. The more opportunities we give our visitors to fly and become involved with general aviation, the more we can reinforce this concept.

f. Billeting

(1) Housing: The question of where to house the Cadets and Escorts can be answered in many ways and is limited only by the extent of your budget and imagination. The most lasting impression we can give our visitors is the opportunity to stay and visit in an American home. This gives our guests an insight into our family life, providing the unique person-to-person touch impossible to achieve on any commercial tour. **As stated before, the Escorts are often commissioned officers of their military services or are influential civilians in their respective governments. Although no attempt should be made to give preferential treatment to particular Cadets, many foreign Cadets are members of prominent and influential families.** In the event a Wing is not able to house visitors in host family quarters, see item (3) below. If neither of these two arrangements can be made, a written request describing the type of alternate quarters to be used must be submitted to National Headquarters/CP not later than 1 June for approval.

(2) **\*\*\*Selection of Host Families: Host families must include at least one adult CAP member who has completed CPPT. A Cadet Sponsor Member can fill this requirement.** The impression of American life that foreign Cadets and Escorts take home with them will be based on their experience in the home of the host family. Therefore, host families must be selected carefully. Some important factors to consider

are: number of members in the family, family member(s) of approximately the same age as our guests, facilities and room available in the home, ability to provide transportation to and from activity sites, and genuine interest in the foreign participants. You must be certain that potential host families are aware of the responsibilities involved in hosting foreign Cadets. Responses to IACE questionnaires completed by some foreign Cadets and Escorts during previous exchanges indicated crowded housing arrangements on several occasions had been a problem during the Host Wing phase. \*\*\* See Attached Memo

(a) Families chosen to host Cadets must receive a schedule of activities as far in advance as possible so they can make arrangements for meals, transportation, laundry, etc.

(b) Each visitor must have a bed of his/her own, and Escorts are not to share a room with Cadets. Try to schedule Cadets to stay in pairs with host families. Under no condition should cadets be assigned to a single person household where the host is of the opposite gender. Remember, our guests are in unfamiliar surroundings and will be more relaxed if they are not completely separated from their group.

(3) Billeting on Military Installations: If the foreign guests remain overnight on a military installation they must be billeted in bachelor officers quarters or equivalent suitable quarters; housing in troop type barracks is unacceptable.

g. Information Activities. While the Cadets are in your Wing you will want to give news of their presence the widest possible dissemination. The following suggestions should be helpful in handling public relations:

(1) To permit local editors time to plan news and picture coverage, inform the local news media of the schedule of programmed activities well in advance of the Cadets' arrival.

(2) Prepare and disseminate to the local press a news release on the foreign Cadets' visit. The wing PA officer can help in executing this.

(3) Make maximum use of public appearance forums, scheduling visitors for appearances before the Chamber of Commerce, Kiwanis, and other appropriate civic and social fraternal organizations.

(4) Post an IACE page on the Internet. This will allow the participants' friends and family to see what is happening on the Exchange. Please forward the URL to National HQ/CPE so we may send it to the foreign countries.

## **2. DUTIES DURING THE EXCHANGE**

### **a. Itinerary**

(1) Inform the Cadets and Escorts and give them a written copy of the planned itinerary.

(2) Adjust the schedule according to the actions of the Cadets and Escorts. **Stay flexible.**

### **b. Information Activities**

(1) Obtain good action pictures of visitors and ensure accurate identification. Each Cadet pictured must be identified by name and home country. (Pictures of Cadets being hosted are important for use by the *Civil Air Patrol News*). Pictures submitted for use in the *Civil Air Patrol News* **do not** have to be black and white glossy prints. Do not write or type on the backs of the prints as it will show through on reproductions. Provide the appropriate identification on a paper attachment to the photograph.

(2) Obtain some usable quotes from the visiting Cadets on their reaction to American home life, picnics, sports, dances, etc.

c. **Emergencies.** Despite all precautions, there is always the possibility that a Cadet may become ill or injured. You should be prepared and have a plan to cope with any possibility. Take all required emergency actions. The IACE Memorandum of Agreement states, "Member organizations are required to insure their participants against any damages resulting from accidents and/or illness, or otherwise safeguard all receiving countries against any such claims." You should assist the Escort in taking all required emergency actions. If hospitalization is required, and you are near a USAF installation, visiting Cadets are authorized emergency medical and hospitalization at no charge except subsistence. Authority: AF Regulation 46-3, paragraph 7. Notify National Headquarters CAP/CP, Maxwell AFB, AL, telephone (334) 953-2273 or DSN 493-2273.

## **3. DUTIES AFTER THE EXCHANGE.**

Within 30 days after the Wing phase, prepare and mail to National Headquarters CAP/CP a complete summary, in narrative form, of all activities conducted for the Cadets and Escorts. Suggestions for this guide are always welcomed. Mail suggestions to National Headquarters CAP/CP, 105 South Hansell Street, Maxwell AFB, AL 36112-6332.

## **4. IACE 2002 FUNDRAISING SUGGESTIONS.**

a. Identify and create a list of potential fundraising resources that exist within the communities of your Wing. Such organizations might include, but are not limited to, civic organizations, economic development boards, institutions of higher learning, local foundations,

corporations (particularly aviation oriented ones), your local Air Force Association Chapter, and IACE Cadet alumni.

b. Assure that each identified fundraising prospect will support and relate to the primary mission of IACE. In the case of local corporations or foundations it is prudent to thoroughly research any funding guidelines that the organization publishes. These can usually be obtained by a telephone call or Internet search.

c. Assure that submitted proposals follow the funding organizations prescribed format. Application information should be read very carefully and followed exactly.

d. Many proposals are denied because they are poorly written and difficult to understand. Utilize the skill of various Wing members and experienced individuals to critique the proposal prior to it being submitted. The Office of Philanthropy and Endowments at CAPNHQ can provide assistance with proposal review.

e. Make sure the proposed gift amount is within the capability of the funder.

f. If possible, Wing leadership should participate in the development of relationships with proposed funders. Face-to-Face appointments to explain the mission and goals of IACE are desirable but often times a telephone call from senior leadership can be the beginning of a good relationship.

g. Create a sense of value to the community and a sense of urgency to receive a funding commitment. Be prepared to clearly state the benefits a community can receive by participating in the hosting of cadets and their escorts.

h. Be realistic about the activities and the amount that is being requested. Many organizations can easily provide gifts of up to \$500 if they perceive the request to be in line with benefit to the community and cadets. Only promise what can realistically be delivered for the amount requested.

i. Be aware that many organizations have “funding cycles.” Determine proposal deadlines and plan to submit proposals at least one month prior to the deadline.

j. Prepare a list of needs and the associated dollar amounts that can be left with a prospective donor such as a lunch for all (\$75-100, one overnight stay at the beach \$300; one admissions for all to an attraction \$150, etc.)

k. Work with the Office of Philanthropy and Endowments, CAPNHQ to develop prospect lists and to develop proposal strategies. The contact telephone number is (334) 953-2617 (See Attachment 1 and 2).



## Attachment 1

### TELEPHONE SCRIPT DONOR SOLICITATION

Hello Mr.(s) \_\_\_\_\_, this is \_\_\_\_\_ and I'm calling on behalf of the Civil Air Patrol. For sixty years the Civil Air Patrol has performed their missions as mandated by Congress in the areas of Aerospace Education, Cadet Programs, and Emergency Services. Our unit, (name of unit) has served its community by (give examples of activities performed by unit)\_\_\_\_\_

Mr.(s) \_\_\_\_\_ we need your support this year to (funds used for?) Is there any gift amount you feel you can help us with at this time?

(if **yes** : That's terrific. We'll be sending you a letter to thank you for your support. Let me verify your address: \_\_\_\_\_ We will also be sending you an envelope to mail back your gift. Thank you again for your support.)

(if **no**: I can understand if this isn't a good time. Even if you waited a few weeks to send your contribution, it would help us . Do you think you could help in the next 30 days?)

(if **no**: I am sorry you won't be able to help us right now. Thank you for taking the time to speak with me. Good bye)

## Attachment 2

Dear \_\_\_\_\_:

You may never need us... but right now we need you.

For 60 years the Civil Air Patrol has performed their missions as mandated by Congress: Aerospace Education, Cadet Programs, Emergency Services. More than 60,000 volunteers who share a love of aviation and community involvement have served in this auxiliary of the United States Air Force. Some of the more recent activities of the CAP in response to the tragic disaster of September 11, include transporting blood and supplies to New York City for the American Red Cross, air digital photography of disaster sites, communications support for state Emergency Operations Centers, monitoring airports, and air transportation for government officials.

Your donation to our nonprofit organization will enable us to continue our role as a provider of educational and humanitarian efforts in our community and to the nation as a whole. I would be more than happy to provide you with more in depth information about the Civil Air Patrol and how your donation will have a direct impact on our mission. Please call me at \_\_\_\_ (phone number). If you prefer, you can mail your donation to: (name) (address). Thank you in advance for your support.

Most sincerely,

(signature)

(Name)

(Title)

## **IACE 2002: DATES TO REMEMBER**

The official dates of the 2002 exchange are 16 July to 31 July. However, due to some overnight travel requirements some participants may have to travel outside these dates. In addition, because some CAP Cadets are spending time in Washington DC in route to their host country, they and their escorts will have to begin their journey a few days earlier. Dates mentioned for Cadets below also apply to the appropriate escorts.

### **PHASE I:**

#### CAP Cadets and Escorts:

**11 July** - CAP Cadets bound for Canada, Europe, and Middle East depart home and arrive in Washington DC.

**15 July** - CAP Cadets bound for Europe and Middle East countries depart Washington DC.

**16 July** - CAP Cadets bound for Europe and Middle East Countries arrive in host nation

**16 July** - CAP Cadets bound for Canada depart Washington DC and arrive in Canada

**16 July** - CAP Cadets bound for Pacific Rim destinations arrive in their host countries.

(NOTE: Departure date for cadets bound for Pacific Rim countries will depend on specific destinations and departure points. Most will begin travel to their host country on the 15<sup>th</sup>.)

#### International Cadets and Escorts:

**16 July** - All international Cadets arrive in Washington DC

**19 July** - All international Cadets depart Washington DC and arrive in host wings

### **PHASE II:**

#### CAP Cadets and Escorts:

**31 July** - CAP Cadets depart host countries and arrive at home.

#### International Cadets and Escorts:

**29 July** - International Cadets depart host wings and arrive in Washington DC

**30 July** - All International Cadets except Canada depart Washington DC for home.

**31 July** - Canadian Cadets and Escorts depart Washington DC and arrive in Canada.